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TO : Chief, Plans & Policy Staff/TR

DATE: 2 November 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report # 44

STAT

JOB NO. _____ FILE NO. _____ DOC. NO. 9 NO CHANGE
 IN CLASS/ RECLASSIFIED TO: TS S (C) RET. JUST. 22
 NEXT REV DATE 09 DATE 13 Dec 79 REVIEWER _____ YES DOC. 02
 NO PGS/0 CREATION DATE _____ ORG COMP // OPI // ORG CLASS S
 REV CLASS C REV COORD. _____ AUTH: HR 70-3 25X1

I. SIGNIFICANT ITEMSII. OTHER ITEMS
B. ROTATION BETWEEN OTR AND DDP.

_____ met with _____ of DDP Placement and the FI and PP Career Management Officers on 27 October. Detailed procedures for the rotation of personnel between the two components were agreed upon. As a result of this meeting, _____ met with C/OS to prepare vacancy sheets which outline for one year the needs of the Operations School for instructors from DDP. This information, along with the names of instructors from OS available for rotation to DDP, has been furnished _____

C. EOD BRIEFING. The Personnel Section has formalized the briefing procedures for all persons reporting to OTR. This includes new employees and persons being reassigned or detailed to OTR. The Section is also preparing a booklet which will give the organization and functions of OTR, and describe its personnel policies and procedures.

D. _____ The Office of Logistics has advised the BFO/TR that the extension of the contract with the University will be ready for signature on 4 November 1955.

E. ATTENDANCE AT THE DDP TRAINING OFFICERS' MEETING. Chief, Processing Section attended the DDP Training Officers' Meeting on Friday, 28 October 1955, to brief the Training Officers concerning the establishment of the Section and the processing of employees engaged in external Training.

F. RETURNEE. _____ returned from the _____ after the completion of his one-year assignment. He was debriefed regarding the administrative and cover aspects of his program.

G. OPERATIONS FAMILIARIZATION COURSE. Registration for the new Course was closed 28 October 1955 with an enrollment of _____ students, _____ for the first three weeks only, _____ for the last three weeks only, and _____ for the entire course. Briefing sheets have been sent and security clearances and badges are being requested.

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H. SPECIAL CLANDESTINE SERVICES ORIENTATION COURSE. This course for DDS personnel is running 31 October - 4 November, with a total of 45 students. This will be the last offering of this course.

I. READING ROOM, LETS. Construction and equipping of the Reading Room in "I" Building for LETS were completed on 26 October 1955.

J. SHIPMENT OF TEST MATERIALS. Shipment was arranged for approximately 500 pounds of test materials from the A&E Staff to [REDACTED]

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K. [REDACTED] A representative of TAS/COMP was briefed by BFO/TR preparatory to a visit to the project to assist in closing the [REDACTED] books as of 30 September and in issuing the quarterly operational statements to the Proprietary Accounts Branch/Finance Division.

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L. OTR 5th ANNIVERSARY REPORT. Financial material was compiled by BFO/TR for PPS/TR to be included in the five-year history of Training being prepared by [REDACTED]

M. RESEARCH CONTRACTS FOR A & E. The BFO/TR has discussed with Acting Chief, A&E Staff, funds obligated but not yet spent for contract research projects. Negotiations which will require about [REDACTED] of these funds are underway, and will be formalized when [REDACTED] returns.

N. [REDACTED] PROJECT. The contracting Officer/OL advised BFO/TR that the amendment to the contract will be ready for the contractor's signature by 4 November 1955. Signature will be expedited by hand-carrying the document to and from the Site.

O. [REDACTED] operations suspended until 14 November 1955. Negative Report of the utilization of [REDACTED] for the period 26 October through 1 November 1955 is attached.

Attachment

[REDACTED] Report

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